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STATE OF ALABAMA  
GOVERNOR'S OFFICE OF FAITH BASED AND COMMUNITY INITIATIVES

March 2005

Greetings,

Welcome to Citizen Corps—a vibrant way to meet critical homeland security and disaster preparedness needs in your community through citizen service. Your interest and enthusiasm are shared by our leaders. The Governor and the Director of the Alabama Department of Homeland Security have emphasized the importance of citizen preparedness and the role this can play in your communities and in the nation. In addition, the President, through his USA Freedom Corps initiative, called on all Americans to serve the equivalent of two years, or 4,000 hours of service, over their lifetime.

Through this Request for Proposals (RFP), state, local & community organizations throughout Alabama can seek funding to expand or create high-impact volunteer and service opportunities to benefit communities throughout state.

*Please be sure to carefully read all application instructions, and note pertinent due dates.*

The Governor's Office of Faith-Based & Community Initiatives (GFBCI) is committed to providing the most current information available to all applicants. Please check our website, [www.servealabama.gov](http://www.servealabama.gov) frequently to assure you are informed of any updates.

Some key components of the application process are:

- All applications are due **April 8, 2005 by 5:00 p.m.** and must be submitted by mail, email or fax to the Governor's Office of Faith-Based & Community Initiatives (GFBCI).

The staff at the GFBCI remains committed to providing you the resources to develop a high-impact community disaster preparedness and response program that meets Alabama's needs. Please contact us to assist you as you review these documents and prepare your application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Terri Hasdorff", is written over a horizontal line.

Terri Hasdorff  
Executive Director

# The Governor's Office of Faith-Based and Community Initiatives



## Citizen Corps FY05

### **Goal**

To make communities in Alabama resistant and resilient to disasters (terrorist acts and natural disasters) through citizen preparedness.

### **Proposal**

- Funding for Citizen Preparedness from the United States Department of Homeland Security will be available to each jurisdiction.
- The purpose of this funding is to expand Citizen Corps councils, programs and other citizen preparedness initiatives.
- The grant awards will range from \$10,000 to \$20,000, depending upon the size of the county. For counties with a population less than 50k the maximum grant award is \$10k. For counties with a population between 50k and 100k the maximum grant award is \$15k. For counties with a population over 100k, the maximum grant award is \$20k. Large urban areas with existing Citizen Corps Councils may be eligible for a grant award exceeding \$20k, but will be considered on a case-by-case basis depending upon the strength of the proposal brought forth by the registering county.
- No in-kind or cash match is required but both are strongly encouraged.

### **Program Design**

- Each jurisdiction will structure a community action plan by selecting four (4) or more initiatives from the provided list of citizen preparedness initiatives.
- **Two required initiatives are :**
  1. Establishment or enhancement of a local Citizen Corps council
  2. Identification or establishment of a coordinating agency (CA) for volunteer management prior to and during a disaster

### **Competitive Application Review Process**

Proposals will be reviewed by a committee comprised of peer reviewers as well as staff from The Governor's Office of Faith-Based and Community Initiatives (GFBCI), The Alabama Department of Homeland Security (ADHS) and The Alabama Emergency Management Agency (AEMA).

### **Funding Formula**

- Base award
- Population award
- Competitive award (based on eligible need and program merit)
- Other considerations (geographic distribution of programs, grantees previous accomplishments if applicable)

### **Reporting**

In addition to requests for reimbursements, Initial Strategy Implementation Plan (ISIP) and Biannual Strategy Implementation Report (BSIR), **quarterly** reports are due within 30 days after the close of the period to the Governor's Office of Faith-Based and Community Initiatives. Reports should include progress toward quarterly periodic objectives, activities and number of volunteers participating in identified initiatives.

### **Timeline**

Applications must be submitted via mail, fax or email no later than 5:00 pm Friday, April 8, 2005 to:

**Governor's Office of Faith-Based and Community Initiatives  
100 North Union Street, Suite 134  
Montgomery, AL 36130  
Attention: Sydney Hoffman**

Fax 334-242-2885

Electronic copies may be emailed to

**[Sydney.Hoffman@ServeAlabama.gov](mailto:Sydney.Hoffman@ServeAlabama.gov)**

***If hand delivering, please bring to Suite 134.  
Do not leave at information desk in the lobby!***

### **Required Information**

Applicants must include the following:

- Cover Sheet
- Initiative Selection Sheet
- Alternate Initiative Proposal (If selecting initiative 8, 9, or 10 and/or if initiatives 1, 2, 3, 4, 5, or 6 proposals are adapted)
- Line Item Budget
- Budget narrative
- Previous accomplishments narrative (**Optional**; 1 page double spaced maximum)

## Citizen Preparedness Initiatives

Each jurisdiction will develop a citizen preparedness plan by identifying 4 or more initiatives to implement. The Citizen Corps Council and Volunteer Initiatives are to be implemented in each jurisdiction.

You may adapt the goals and quarterly implementation action steps for the Citizen Preparedness Initiatives (If your jurisdiction has already completed these steps) using the template provided.

Please check the initiatives you plan to implement in your jurisdiction:

✓	1) Citizen Corps Council (required)
✓	2) Volunteer Management (required)
	3) Community Emergency Response Team (CERT)
	4) Neighborhood Watch
	5) Volunteers in Police Service (VIPS)
	6) Medical Reserve Corps (MRC)
	7) Fire Corps
	8) Student Preparedness*
	9) Business Preparation*
	10) Other (Such as Lake Watch, Community Watch)*

**Councils proposing initiative 8, 9 or 10 should write the Proposal using the format provided for initiatives 1,2,3,4,5,6 and 7 using the template provided.**

**Program Goal:** By establishing or enhancing a local Citizen Corps Council local jurisdictions will create a comprehensive approach for citizens and communities to prevent, prepare and respond to any natural or man-made disaster.

**May – July, 2005 Local** jurisdictions, in coordination with local Homeland Security Points of Contact (POC) and Emergency Management will:

- Identify or establish a local Citizen Corps Council.
- Identify key stakeholders of the five programs under the Citizen Corps umbrella [Community Emergency Response Team (CERT), Neighborhood Watch, Volunteers In Police Service (VIPS), Medical Reserve Corps (MRC), Fire Corps] and place at least one representative from each program on the council.
- Identify a point of contact for each of the five programs.
- Convene the local Citizen Corps council, adopt by-laws and elect or appoint council leaders.
- Partner with the local Volunteer Coordinating Agency (CA) to develop volunteer recruitment plan and response plan for a major disaster.

**August – October, 2005 The** Citizen Corps Council will host at least one community preparedness event involving all five program partners [Community Emergency Response Team (CERT), Neighborhood Watch, Volunteers In Police Service (VIPS), Medical Reserve Corps (MRC), Fire Corps] represented in the jurisdiction that focuses on citizen preparedness and community outreach.

**November, 2005 - January, 2006** The Citizen Corps Council and program partner volunteers will participate in a disaster drill or exercise.

**February – April, 2006** The Citizen Corps Council will evaluate activities and trainings from the FY05 grant period and develop a citizen preparedness plan for the FY06 grant period.

**Anticipated Successful Program Outcomes:** The local jurisdiction will experience an increase in the level of citizen preparedness and collaboration with first responder organizations resulting in communities that are more disaster resistant and resilient.

**Program Goal:** By identifying or establishing a Coordinating Agency (CA) for volunteer management local jurisdictions will augment their volunteer recruitment and management process. The CA will recruit volunteers for the identified initiatives, establish a plan for utilizing un-affiliated/spontaneous volunteers during disasters, maintain a record of volunteers and hours of volunteer service during disasters, and network with Emergency Management during disasters to coordinate volunteer and donations management during disasters.

**May – July, 2005** Local jurisdictions, in coordination with local Homeland Security Points of Contact (POC), Emergency Management and Citizen Corps council, will identify or establish a CA. The CA will:

- Identify a Volunteer Reception Center (VRC) site to be utilized in disasters.
- Develop a plan for efficiently processing unaffiliated volunteers
- Assemble a “Go Kit” of supplies to be utilized at the Volunteer Reception Center.
- Recruit 5 volunteers to perform initial staffing of the VRC (Resources for plan and “Go Kit” available from GFBCI)
- Ensure that a FEMA work rate for each type of volunteer activity has been established for the purpose of utilizing volunteer activities to provide FEMA match.
- Identify any local or regional AmeriCorps programs that participate in disaster preparedness and response.
- Develop plan for establishment of a long-term recovery committee.

**August – October, 2005** The CA, in coordination with local Homeland Security Point of Contact (POC), Emergency Management and Citizen Corps council will develop and implement a plan to recruit volunteers for the identified citizen preparedness initiatives. ***The implementation phase will be ongoing throughout the grant period.***

**November, 2005 - January, 2006** The CA, in coordination with local Homeland Security Point of Contact (POC), Emergency Management and Citizen Corps council, will build a community volunteer network. Specifically they will gather information from VOAD, AmeriCorps, Retired Senior Volunteer Program (RSVP) other faith and community-based organizations on the disaster services they provide and the anticipated volunteer resources they could provide in a disaster.

**February – April, 2006** The CA, in coordination with local Homeland Security Point of Contact (POC), Emergency Management and Citizen Corps council, will develop a plan to transport groups of volunteers to disaster sites, manage donations, and communicate volunteer and donation need to the ESF 14 lead.

**Anticipated Successful Program Outcomes:** The local jurisdiction will experience an increase in the number of volunteers participating in their identified citizen preparedness initiatives. Additionally, in the event of a disaster, the jurisdiction will demonstrate an increase in response capabilities as well as capture revenue from volunteer services.

## **Community Emergency Response Team (CERT) Initiative Proposal 3**

***In order to maximize funds, jurisdictions are strongly encouraged to coordinate regional CERT trainings and exercises.***

**Program Goal:** By establishing or expanding the CERT program, communities can give critical support to first responders during a disaster and provide disaster education and training for the community during non-emergency periods.

**May – July, 2005 Local** jurisdictions, in coordination with the local Citizen Corps council will:

- Designate a CERT coordinator. The coordinator will maintain a record of CERT members and their contact information.
- Identify CERT trainers to participate in the CERT Train the Trainer Course
- Purchase CERT equipment
- Partner with the local Citizen Corps council and Volunteer Coordinating Agency (CA) to develop a response plan for CERT members in a major disaster.

**August – October, 2005 CERT** team members will:

- Begin CERT member training.
- Participate in at least one community preparedness event with the local Citizen Corps council and other Citizen Corps program partners.

**November, 2005 - January, 2006** The CERT team members will:

- Continue CERT member training.
- CERT team members will participate in a disaster drill or exercise.

**February – April, 2006** The CERT team members will:

- Continue CERT member training.
- Evaluate activities and trainings from the FY05 grant period and develop a CERT plan for the FY06 grant period.

**Anticipated Successful Program Outcomes:** The local jurisdiction will expand their ability to respond to disaster and emergency situations by utilizing trained volunteers as a component of the response plan.

## **Neighborhood Watch**

## **Initiative Proposal 4**

**Program Goal:** By establishing or enhancing the Neighborhood Watch Program citizens will be prepared to observe and report suspicious activities pertaining to acts of terrorism or crime.

**May – July, 2005** Local jurisdictions in coordination with the local Citizen Corps council will?

- Contact local law enforcement to identify existing Neighborhood Watch programs.
- Establish or expand Neighborhood Watch programs.
- Designate a Neighborhood Watch point of contact (POC). The POC will maintain a record of Neighborhood Watch participants and their contact information.

**August – October, 2005** Neighborhood Watch volunteers will participate in at least one community preparedness event with the local Citizen Corps council and other Citizen Corps program partners.

**November, 2005 - January, 2006** Neighborhood Watch volunteers will:

- Participate in a disaster drill or exercise.
- Identify at least one training program focusing on disaster (natural and man-made) prevention and response.

**February – April, 2006** Neighborhood Watch volunteers will:

- Implement at least one training program focusing on disaster (natural and man-made) prevention and response.
- Evaluate activities and trainings from the FY05 grant period and develop a VIPS plan for the FY06 grant period.

**Anticipated Successful Program Outcomes:** The local jurisdiction will experience enhanced safety and security in their communities and increased collaboration with local law enforcement.



**Program Goal:** By establishing or enhancing the Volunteers in Police Service (VIPS) citizens will be prepared to observe and report suspicious activities pertaining to acts of terrorism or crime.

**May – July, 2005** Local jurisdictions in coordination with the local Citizen Corps council will:

- Contact local law enforcement to identify existing VIPS programs.
- Establish or expand VIPS programs.
- Designate a VIPS point of contact (POC). The POC will maintain a record of VIPS participants and their contact information.

**August – October, 2005** VIPS members will participate in at least one community preparedness event with the local Citizen Corps council and other Citizen Corps program partners.

**November, 2005 - January, 2006** VIPS members will:

- Participate in a disaster drill or exercise.
- Identify at least one training program focusing on disaster (natural and man-made) prevention and response.

**February – April, 2006** VIPS members will:

- Implement at least one training program focusing on disaster (natural and man-made) prevention and response.
- Evaluate activities and trainings from the FY05 grant period and develop a CERT plan for the FY06 grant period.

**Anticipated Successful Program Outcomes:** The local jurisdiction will provide support to local law enforcement and experience enhanced safety and security in their communities.

***In order to maximize funds, jurisdictions are strongly encouraged to coordinate regional MRC programs and exercises.***

**Program Goal:** By establishing or expanding the MRC program, communities can give critical support to medical responders during a disaster and provide medical and disaster education as well as meeting community health needs and training for the community during non-emergency periods.

**May-July, 2005** Local jurisdictions in coordination with the local Citizen Corps council will:

- Designate an MRC coordinator. The coordinator will maintain a record of MRC members and their contact information.
- Partner with Alabama Department of Public Health (ADPH)
- Develop MRC implementation plan.
- Identify regional Partners with the Citizen Corps Council and Volunteer Coordinating Agency (CA) to develop a response plan for MRC members in a major disaster.

**August – October, 2005** MRC members will:

- Begin MRC implementation plan
- Purchase MRC equipment
- Participate in at least one community preparedness event with the local Citizen Corps council and other Citizen Corps program partners.

**November, 2005 – January, 2006** The MRC members will:

- Continue MRC implementation plan
- MRC members will participate in a disaster drill or exercise

**February – April, 2006** The MRC members will:

- Evaluate activities and trainings for the FY05 grant period and develop a MRC plan for the FY06 grant period.

**Anticipated Successful Program Outcomes:** The local jurisdiction will expand their ability to respond to emergency and non-emergency situations by utilizing trained volunteers as a component of the response plan and to meet ongoing community health needs.

## **Fire Corps (FC)**

## **Initiative Proposal 7**

**Program Goal:** By establishing or expanding the Fire Corps (FC) program, communities can give critical support to first responders during a disaster and provide disaster education and training for the community during non-emergency periods.

**May-July, 2005** Local jurisdictions in coordination with the local Citizen Corps council will:

- Contact local law enforcement to identify existing FC programs.
- Partner with local fire-fighting agencies to establish or enhance FC programs.
- Identify partners within the local Citizen Corps council and Volunteer Coordinating Agency (CA).
- Designate an FC coordinator. The coordinator will maintain a record of FC members and their contact information.

**August – October, 2005** FC members will:

- Identify at least one training program focusing on disaster (natural or man-made) prevention and response.
- Participate in at least one community preparedness event with the local Citizen Corps council and other Citizen Corps program partners.

**November, 2005 – January, 2006** FC members will:

- Participate in a disaster drill or exercise.
- Implement at least one training program focusing on disaster preparedness and response.

**February – April, 2006** The FC members will:

- Evaluate activities and trainings for the FY05 grant period and develop a FC plan for the FY06 grant period.

**Anticipated Successful Program Outcomes:** The local jurisdiction will expand their ability to respond to disaster and emergency situations by utilizing trained volunteers as a component of the response plan.

## **Alternative Initiative Proposal Template**

**(Initiative Title )**

**Initiative Proposal #**

**Program Goal:**

**May – July, 2005**

**August – October, 2005**

**November, 2005 - January, 2006**

**February – April, 2006**

**Anticipated Successful Program Outcomes:**

## Cover Sheet

## 2005 Citizen Corps Citizen Preparedness

Organizational Name: \_\_\_\_\_

Organization Point of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Physical Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Website: \_\_\_\_\_

Email Address: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Proposed Project Date: \_\_\_\_\_

AMOUNT OF FUNDS REQUESTED : \_\_\_\_\_

LOCAL IN-KIND & CASH MATCH : \_\_\_\_\_

TOTAL PROJECT VALUE (funds + match) : \_\_\_\_\_

To the best of my knowledge and belief, all data in this proposal is true and correct. The governing body of this organization has duly authorized this proposal and we will comply with all applicable state and federal laws and regulations.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

-GFBCI use only-  
DATE rec'd: \_\_\_\_\_

## Citizen Corps and CERT RFP FY05

For information on allowable expenditures please consult the FY05 Homeland Security Grant program guidance at <http://www.dhs.alabama.gov/PDFs/FY05hsgp.pdf>

**Instructions: Fill in the total amount in the allotted space, then break down the amount by initiative (one column for each initiative) undeneath the corresponding initiative. (Abbreviate as necessary)**

Personnel Expenses			
	Position	Amount Request	Hourly Rate
Program Planning Support			
Sub Total			

Include an attached Budget Narrative sheet with a detailed position(s) description and a breakdown of benefits

Operating Expenses		Total Amount	Initiative	Initiative	Initiative	Initiative	Initiative	Initiative	Initiative
		Requested	CC Council	Vol. Man.					
			Amount:	Amount:	Amount:	Amount:	Amount:	Amount:	Amount:
Supplies		\$							
Equipment		\$							
Exercise		\$							
Travel		\$							
Other (list)		\$							
Other (list)		\$							
Sub Total		\$							

Total Personnel Request									
Total Operating Request									
<b>Total Grant Request</b>		<b>\$</b>							

As this is a volunteer program, personnel (contractor support, part -time staff) cost should remain low and not exceed 20% of the total grant award. Exceptions will be considered, but with great scrutiny.